



Time and Attendance (OTL)

Create or Modify a Timekeeper
Group

DoDEA R12 Work Instructions



Document Control

Change Record

Date	Author	Version	Change Reference
15-Aug-14	Robin Hardy	Initial	R12 Upgrade

Reviewers

Date	Name	Position
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Distribution

Copy No.	Name	Location
1	DODEA_R12_WI_OTL_AMS_Create_Modify _Timekeeper_Group	DEPS

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Business Process Description

A Timekeeper is responsible for entering or updating timecards for a group of people. With the new separation of Graded and Ungraded Timekeeper responsibilities, the Timekeeper is required to separate Graded and Ungraded employees within the Timekeeper Group. It is recommended that the Timekeepers denote the type of group being created within the naming convention of the Timekeeper Group. This is due to the separation of timecard layouts for Graded and Ungraded.

Setting up the Timekeeper Groups will allow you to process time for these workers as one group rather than as individuals. You can choose to add or delete workers or place them within another group.

Trigger

Perform this procedure when a Timekeeper Group needs to be created or updated.

Prerequisites

- Employees must be separated in the Groups by Graded or Ungraded.
- Employees must exist in the system.

Responsibilities

- Super Timekeeper – DODEA
- Super Timekeeper – DODEA – Ungraded

Menu Path

Use the following menu path(s) to begin this task:

- Timekeeper Group

Training Exercises:

- Create a Timekeeper Group
- Modify a Timekeeper Group

Create a Timekeeper Group

1. Start the task using the responsibility and menu path to open the **Timekeeper Group** form:

Responsibility: Super Timekeeper – DODEA

Super timekeeper – DODEA Ungraded

Menu Path: Timekeeper Group

Home

Navigator

Personalize

- Super Timekeeper DoDEA
 - Tour of Duty
 - Timekeeper Entry
 - DAI Tour of Duty
 - Employee Template Time Entry
 - Timekeeper Group
 - DAI Absence Management
 - Reports
- Super Timekeeper DoDEA Ungraded

Name Timekeeper Group

Timekeeper Group

Name ← 2

Timekeeper ← 3

Populate Person

Add Filter by

Person

Name	Number	Type	Audit Enabled	Timecard Period

2. **Name: Timekeeper Group** names begin with the **DODEA acronym**, and should identify if the group is **Graded** or **Ungraded** to easily distinguish the different group lists.
3. **Timekeeper:** From the List of Values  select the appropriate **Timekeeper's** name. The field defaults with the name of the person creating the **Timekeeper Group**.

Create Timekeeper Group

Timekeeper Group

Name: DODEA GRADED TRAINING

Timekeeper: SERVICE, BEN DODEA

Populate Person

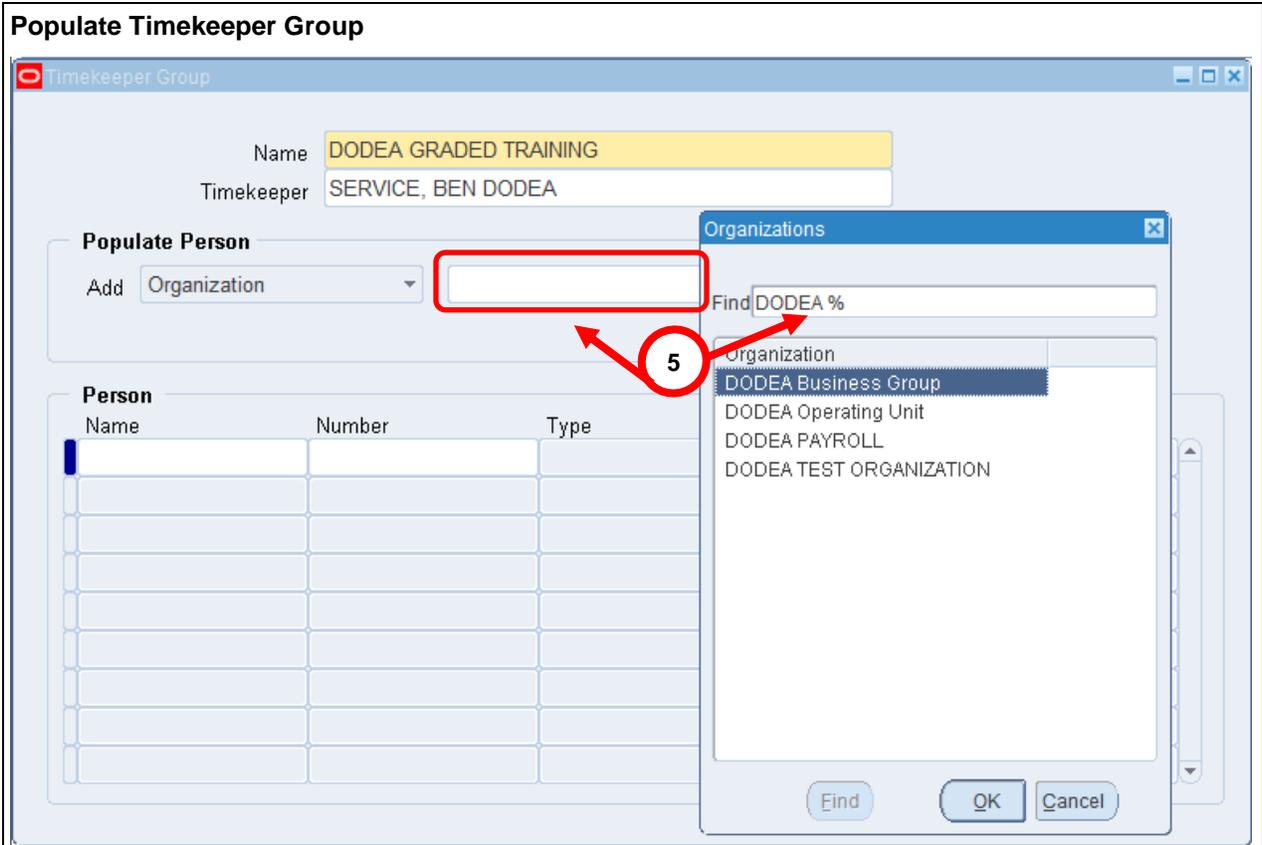
Add: Assignment Set Organization Filter by:

Person

Name	Number	Type	Audit Enabled	Timecard Period

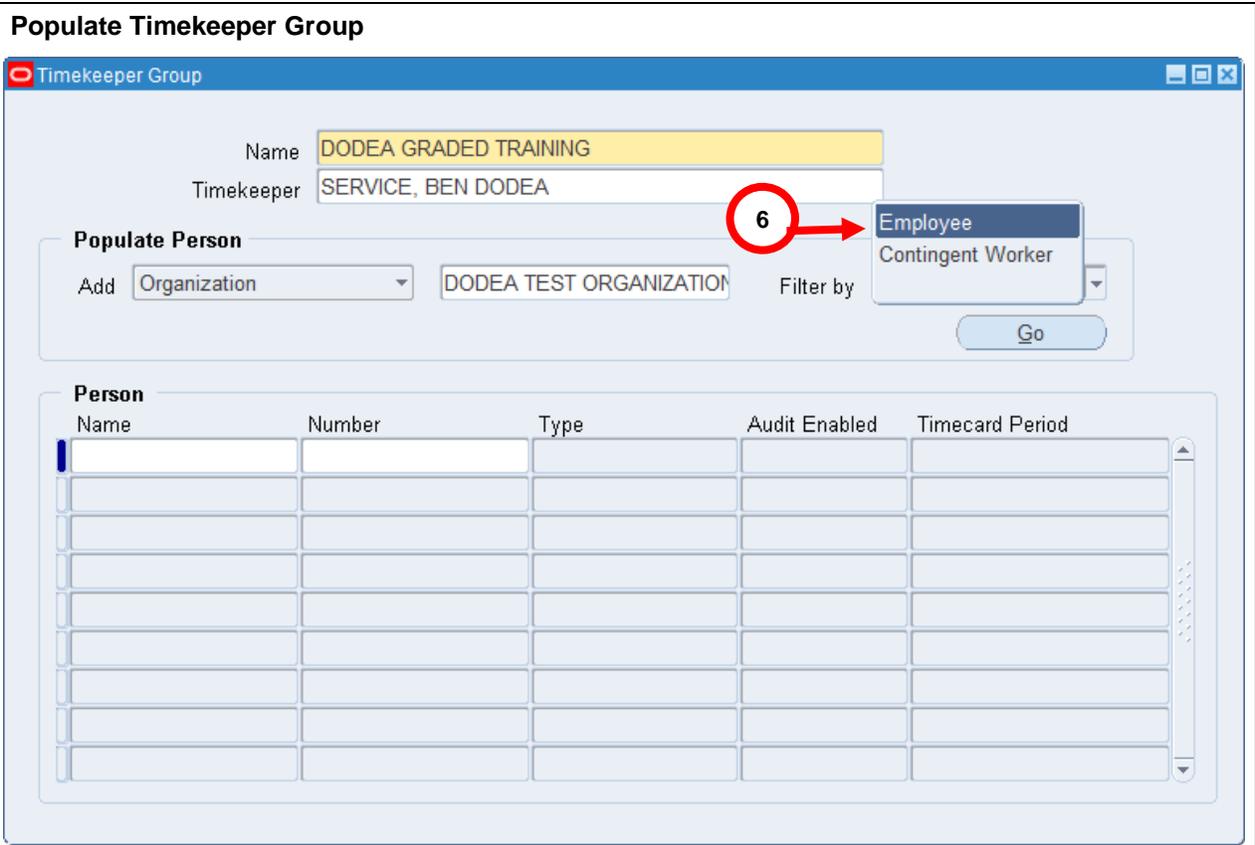
- 4. Populate Person Section**
 Select **Organization** from the **Add** drop down arrow.
- | Name | Description |
|-----------------------|---|
| Assignment Set | Not being utilized within DAI at this time. |
| Organization | Add employee organizations from the field displayed to the right of the Add field. |

Populate Timekeeper Group



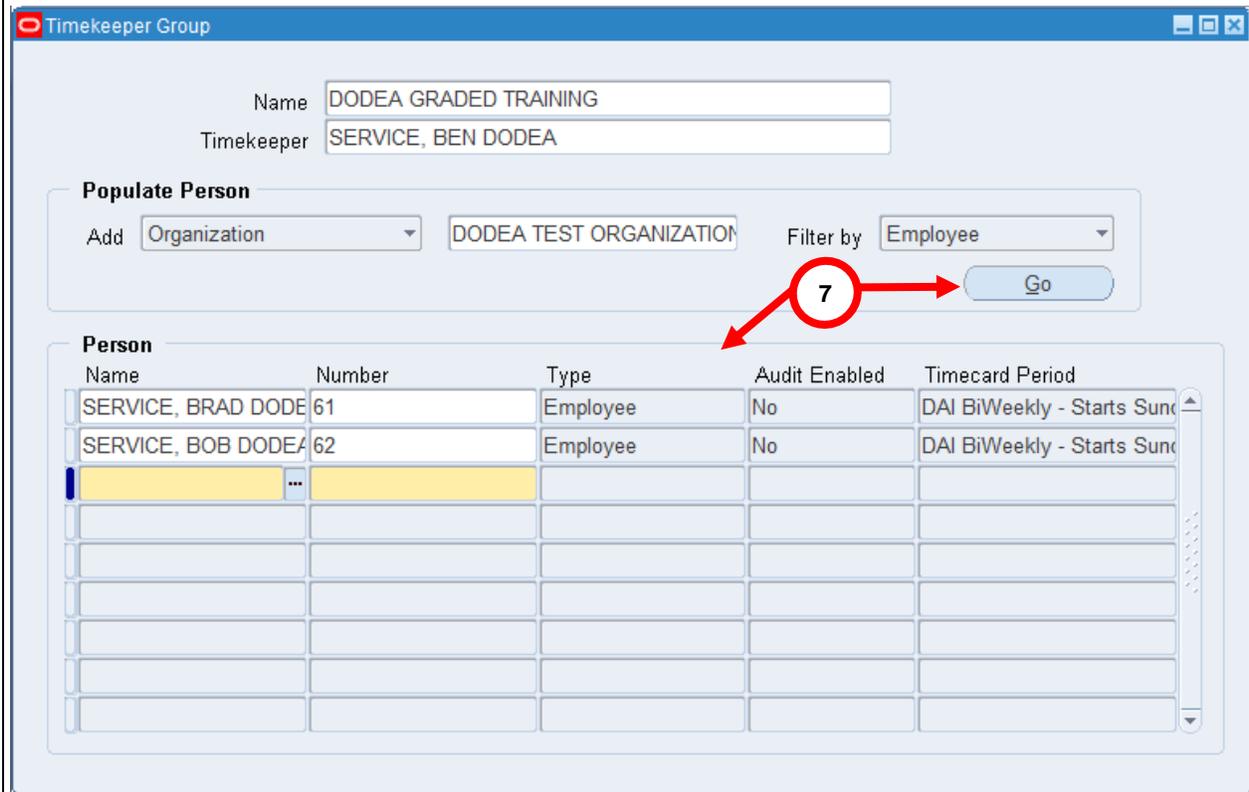
5. Select the value associated with your choice of **Organization** and then click the **OK** button.

Populate Timekeeper Group



6 Select either **Employee** or **Contingent Worker** as appropriate to the type of employee to be filtered by in the **Filter by** field.

Populate Employees into the Group

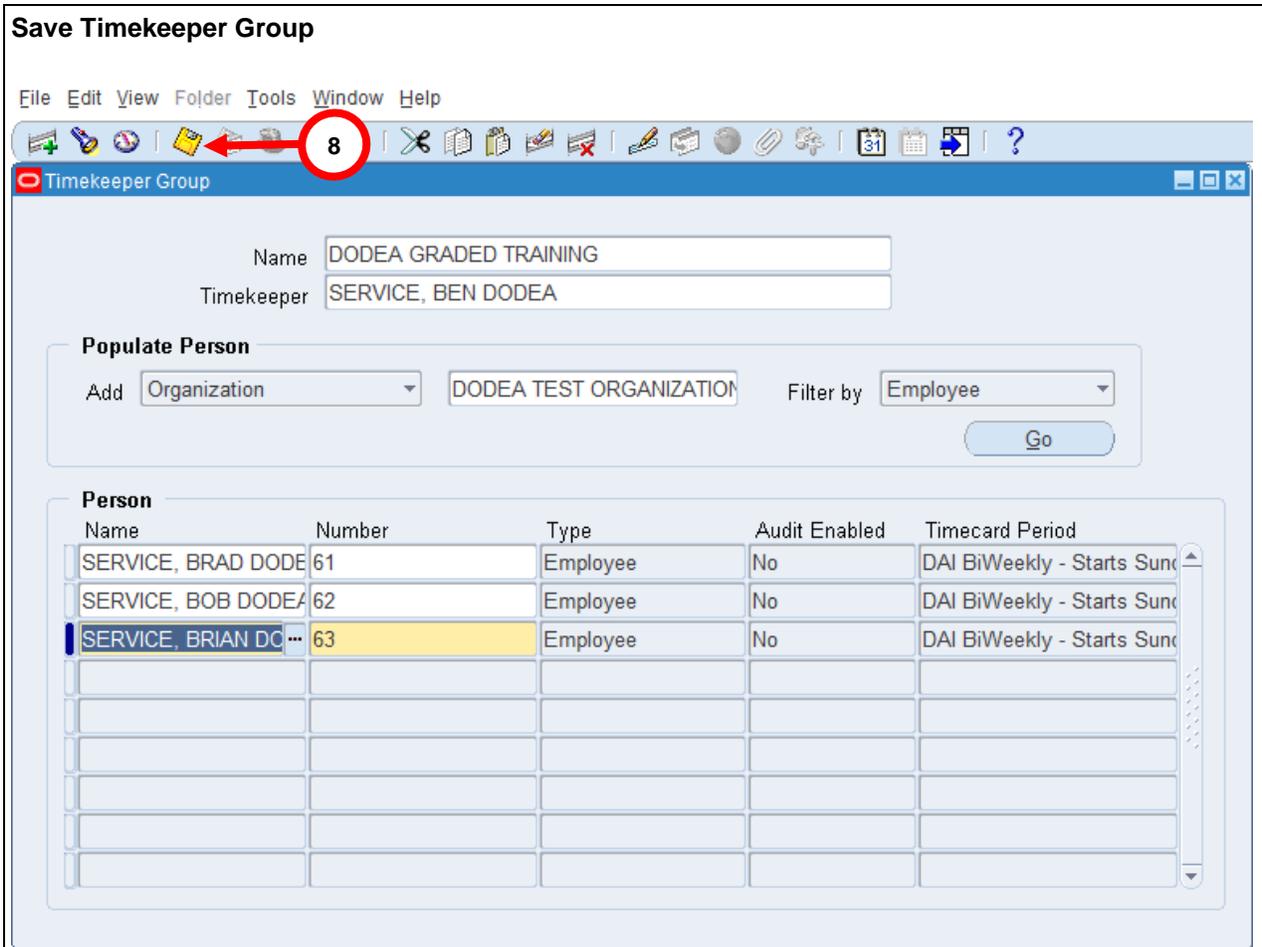


Name	Number	Type	Audit Enabled	Timecard Period
SERVICE, BRAD DODEA	61	Employee	No	DAI BiWeekly - Starts Sunc
SERVICE, BOB DODEA	62	Employee	No	DAI BiWeekly - Starts Sunc
...				

7. Click the **Go**  button to populate the **Person** region.
Note: All the employees with the same Organization on their primary assignment will be included in this Timekeeper Group.
A worker can only be in your group once. OTL will identify multiple occurrences of a worker in a group when you try to save your work.

Save Timekeeper Group

File Edit View Folder Tools Window Help



Name: DODEA GRADED TRAINING
Timekeeper: SERVICE, BEN DODEA

Populate Person
Add: Organization | DODEA TEST ORGANIZATION | Filter by: Employee | Go

Name	Number	Type	Audit Enabled	Timecard Period
SERVICE, BRAD DODEA	61	Employee	No	DAI BiWeekly - Starts Sunc
SERVICE, BOB DODEA	62	Employee	No	DAI BiWeekly - Starts Sunc
SERVICE, BRIAN DC	63	Employee	No	DAI BiWeekly - Starts Sunc

8. Click the **Save**  button to save the newly created **Timekeeper Group**.

Result

Congratulations! You have successfully created a **Timekeeper Group** in DAI.

Modify a Timekeeper Group

1. Start the task using the responsibility and menu path to open the **Timekeeper Group** form:

Responsibility: Super Timekeeper – DODEA

Super Timekeeper – DODEA Ungraded

Menu Path: Timekeeper Group

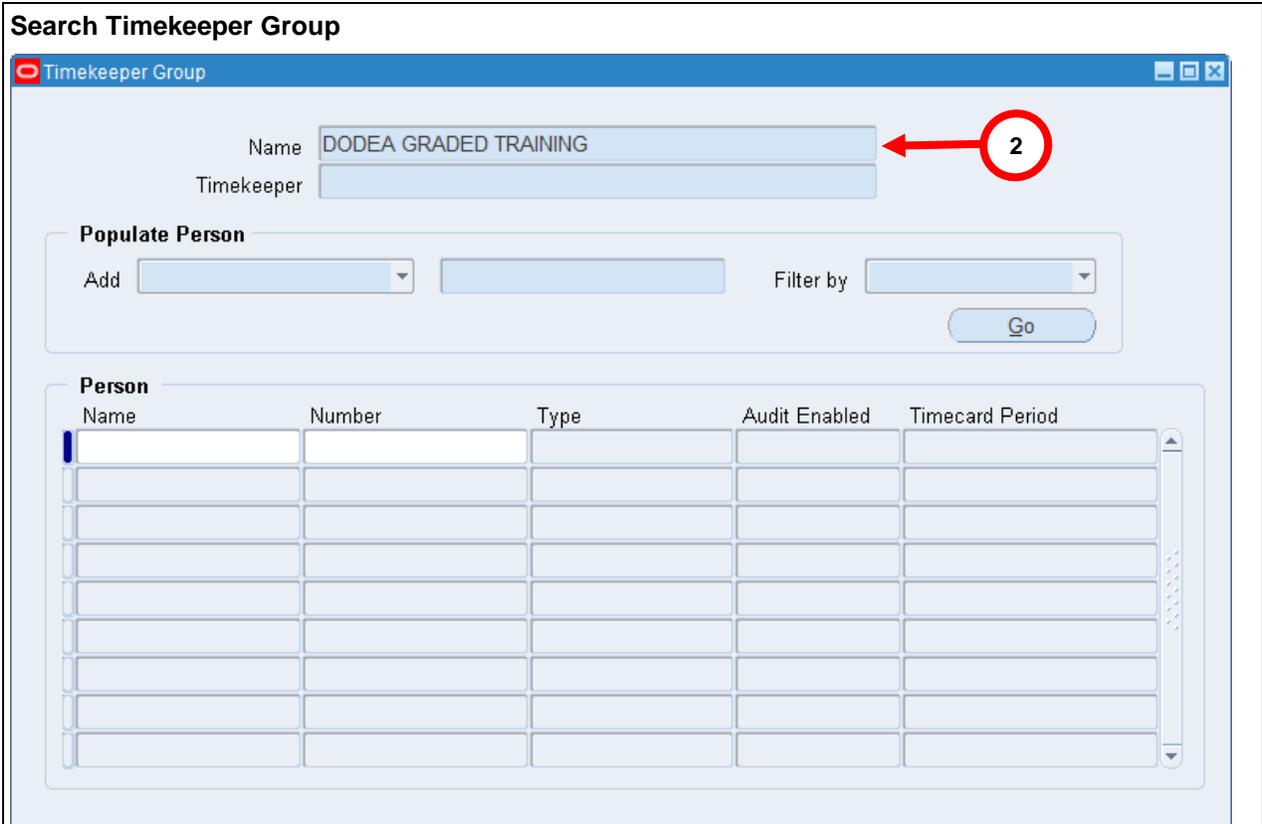
Home

Navigator

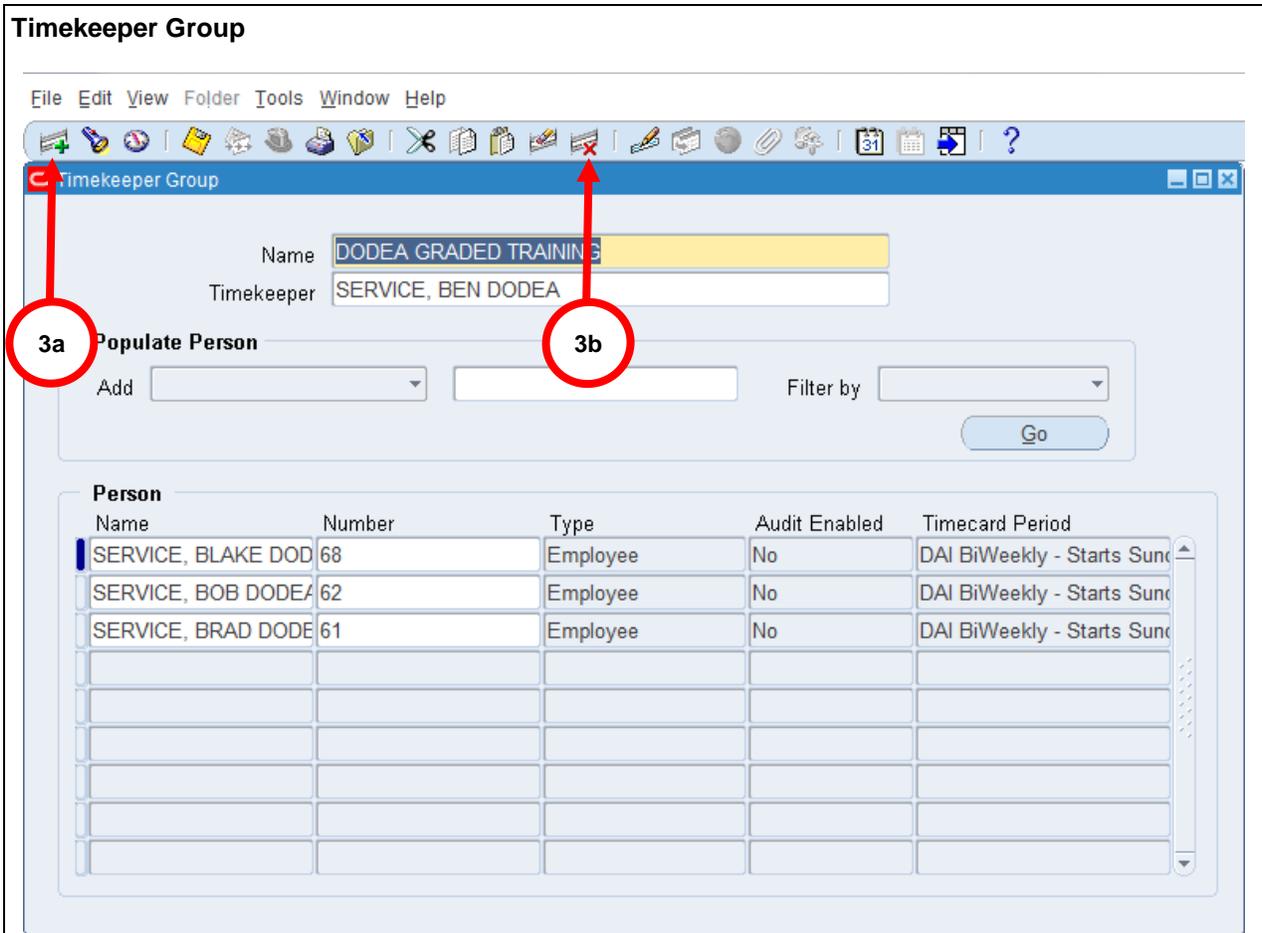
Personalize

- Super Timekeeper DoDEA
 - Tour of Duty
 - Timekeeper Entry
 - DAI Tour of Duty
 - Employee Template Time Entry
 - Timekeeper Group
 - DAI Absence Management
 - Reports
- Super Timekeeper DoDEA Ungraded

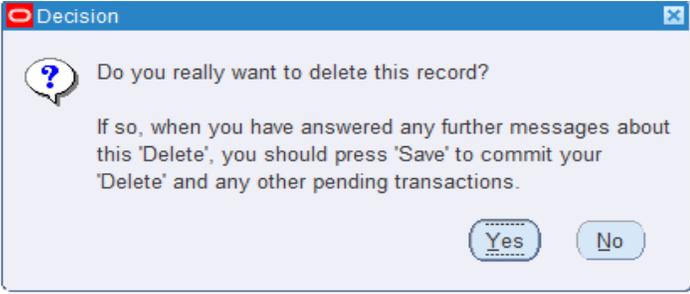
Search Timekeeper Group



2. **Name:** To search for an existing Timekeeper Group to modify, **press F11** to put the Timekeeper Group form in a query mode to begin your search. Entered the Name of the Timekeeper Group you wish to modify, **press Ctrl + F11** to execute the search.

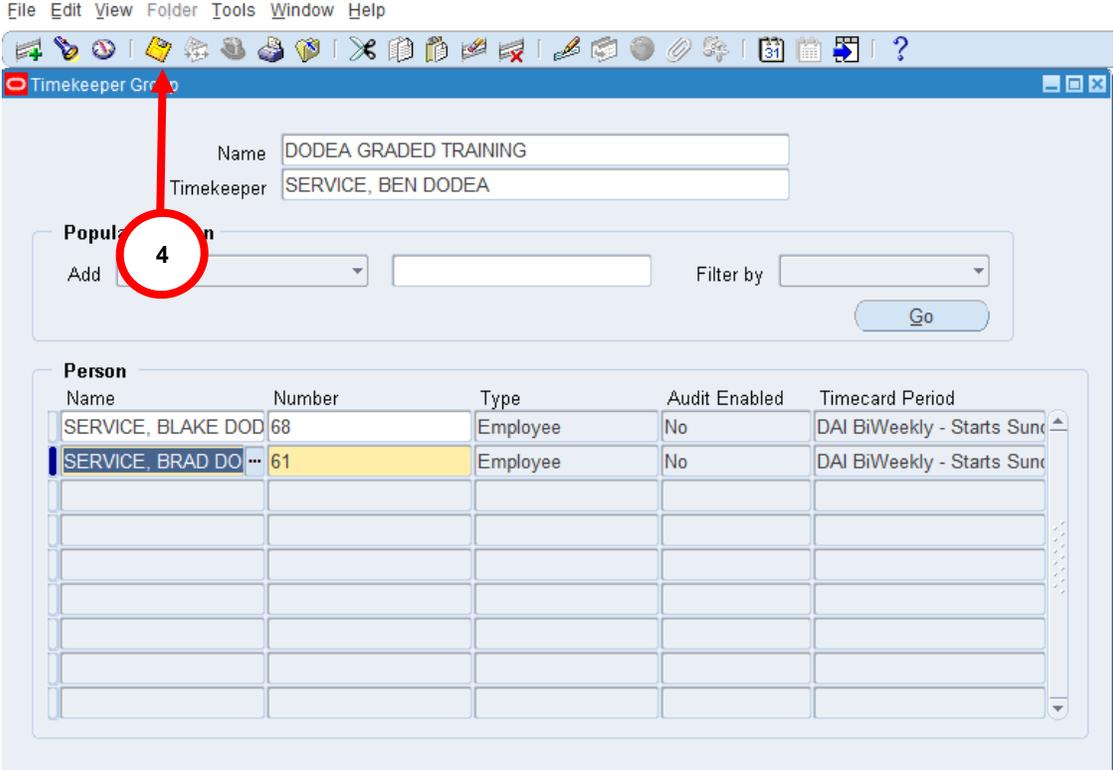


- 3.
- a. Click the **Add Line**  icon and type the employee or contingent workers name in the **Name** field or use the list of values (LOV) to perform a name search.
 - b. Click the **Person Name** and click **Delete**  icon to remove a name from the group listing.
- A **Decision** box will display, review the message and click the **Yes** button to continue with the name removal. Click the **Save** icon to commit the deletion.



Note: Additional organization can be added after the **Timekeeper Group** has been established. Use the steps 4-7 within this work instruction to complete this process. Modifications such as adding or deleting can be made to any groups or individuals once attached to a Timekeeper's group.

Save Timekeeper Group



Name	Number	Type	Audit Enabled	Timecard Period
SERVICE, BLAKE DOD	68	Employee	No	DAI BiWeekly - Starts Sunc
SERVICE, BRAD DO	61	Employee	No	DAI BiWeekly - Starts Sunc

4. Click the **Save**  button to record and capture the updated Timekeeper Group.

Result

Congratulations! You have successfully modified a Timekeeper Group.

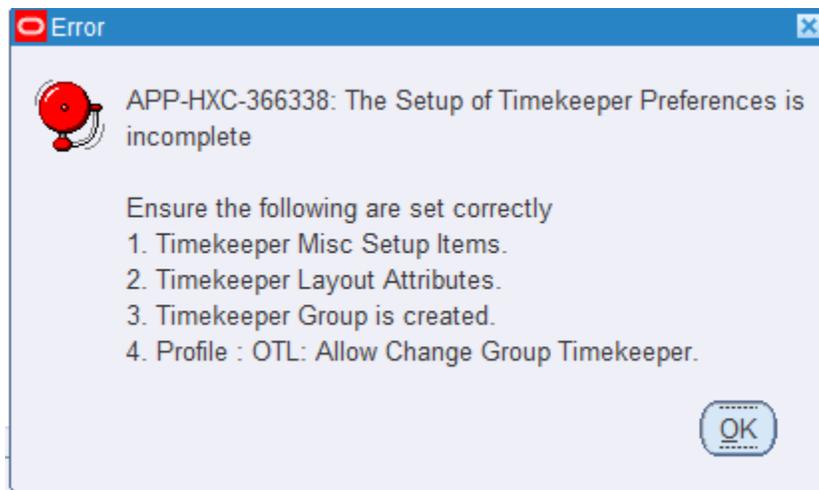
Process Exception – Limited Timekeeper Setup Error

An exception is any event that occurs during the execution of a process or program that disrupts the normal flow of the program's instructions, which one can handle and continue to work normally.

Trigger Events

The following event is the most common reason for receiving an error message when logging in as Limited Timekeeper:

1. The Limited Timekeeper does not have a Timekeeper Group.

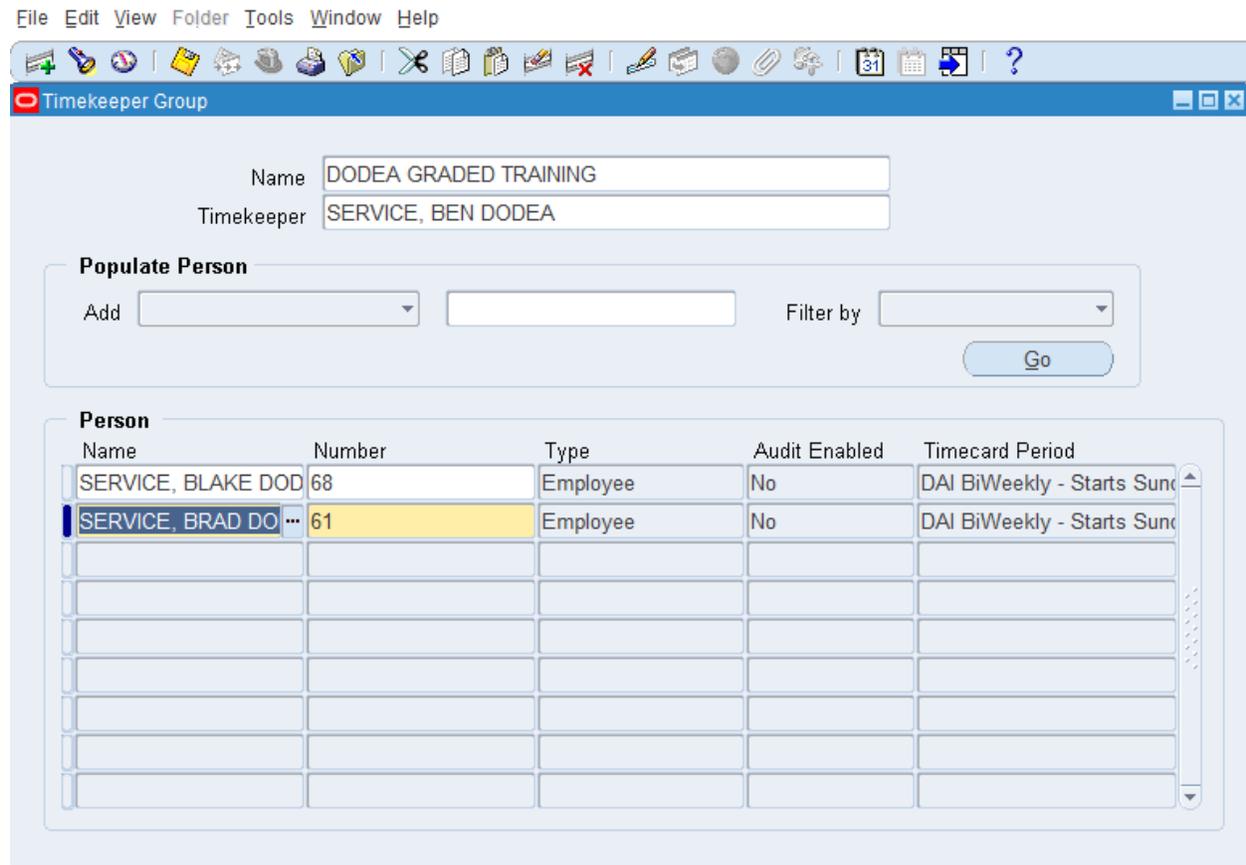




Solution Process – Limited Timekeeper Setup Error

Set up a Timekeeper Group for the Limited Timekeeper

1.	Navigate to Super Timekeeper - DODEA > Timekeeper Group.
2.	In the Name column, enter the name of the Timekeeper Group. In the Timekeeper column, enter the name of the Timekeeper for whom you are creating the group.
3.	Add people to this group either using the Populate Person region or adding them individually in the Person region.
4.	Click Save to save the Timekeeper Group.



Result

Congratulations! You have successfully resolved the Limited Timekeeper Setup error.